

HOUSTON SYMPHONY

Job Title:	Development Officer
Department:	Development
Reports to:	Director, Individual Giving
Status:	Full-time, Exempt
Salary Range:	\$50,000 - \$62,500 annually

To Apply, click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=43436&clientkey=5DF197CB483F38559B6F80A2C5C8B953>

Summary:

Houston Symphony is seeking a Development Officer who is excited to join the most dynamic performing arts organization in Houston. Top candidates demonstrate success in a fast-paced environment, are self-motivated, hard-working, and resourceful. Applicants should be inspired by the mission of the Houston Symphony and share a passion for its work.

The Development Officer will be responsible for growing the Symphony's Mid-Level Giving Program by managing an individual portfolio of 150-200 donor households contributing \$1,000 to \$5,000 annually and producing events (virtual & in-person) to steward this giving group and cultivate those ready to be solicited for a Major Gift.

Essential Job Functions:

- Manage a portfolio of 150-200 donor households contributing \$1,000 to \$5,000 with a focus on members with the potential to increase their giving to a Major Gifts level.
- Responsible for meaningful cultivation, solicitation, and stewardship of donors including face-to-face visits, as well as email, telephone, and mail communications.
- Plan and implement a calendar of dynamic and engaging events specific to each of the Mid-Level membership groups with a focus on those capable of upgrading their membership to the Conductor's Circle.
- Coordinate involvement with Board members, leadership volunteers, interdepartmental colleagues in Artistic, Marketing, and Education, as appropriate.
- Attend concerts and private donor events on evenings and weekends with the goal of building relationships with donors and prospects.
- Perform additional duties as required by the Houston Symphony Society.

Qualifications:

- Bachelor's degree and a minimum of three years of fundraising experience.
- Experience in an arts organization preferred. Passion for the performing arts required.
- Computer literacy, including word processing, database, and spreadsheet proficiency.
- Professional demeanor, detail oriented.
- Excellent verbal and written communication skills.
- Ability to work successfully in a fast-paced environment while managing multiple tasks.
- Ability to work evenings and weekends, including some holidays.